

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
October 8, 2012**

**MEMBERS PRESENT:** President MARK WESTERHOLD; Vice President/Secretary MARTY COE; Treasurer RICK LAPLANTE; Trustees CAROLYN DANKO, GLORIA HEDDERMAN and JOHN HOUSEL.

**MEMBERS ABSENT:** Trustee JIM SESSIONS.

**OTHERS PRESENT:** DR. PAUL PRESTWICH, President; DR. SEAN FOX, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. SHELBY WETZEL; DR. STEVE WALKER; MS. HOLLY BERRYMAN; MS. NANCY GILMORE; MR. DAVE PLUTE; MR. SHAWN WARNER, Alumni Association; MR. JIM VOGT; DR. STEFANIE HICKSWA; MS. NADA LARSON; MS. VICKY PRICE; MR. JEFF VICTOR, the *Trail*; MS. ILENE OLSON, the *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Secretary to the President and Board of Trustees.

**CALL TO ORDER:** The regular meeting of the Northwest College Board of Trustees was held on Monday, October 8, 2012, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

**STUDY SESSION:** Trustees enjoyed a tour of the Nursing Department. Board President Westerhold thanked the staff for hosting them.

**A APPROVE THE AGENDA:** Due to lack of a quorum of Trustees present at the August 13, 2012 meeting, Board President Westerhold removed approval of the regular meeting and executive session minutes from the agenda. **A motion was made by Trustee Housel and seconded by Trustee Coe to approve the agenda as amended. Motion carried.**

**A APPROVE MINUTES OF REGULAR MEETING OF SEPTEMBER 10, 2012:** **A motion was made by Trustee Housel and seconded by Trustee Hedderman to approve the minutes of the regular meeting of September 10, 2012 as presented. Motion carried.**

**A APPROVE MINUTES OF SPECIAL MEETING OF SEPTEMBER 19, 2012:** **A motion was made by Trustee Hedderman and seconded by Trustee Danko to approve the minutes of the special meeting of September 19, 2012. Motion failed for lack of a quorum.**

**INTRODUCTION OF 2012-2013 LIVESTOCK JUDGING TEAM:** The 2012-2013 Livestock Judging Team members introduced themselves to the Board. Judging Coordinator Quinn LaFollette reported that the team has participated in two events this semester in which some of the students finished in the top ten at both events. The team will travel to Colorado for the next competition on October 20<sup>th</sup> after which they'll begin national competition. The team travels quite a bit and appreciates the College's support. The Board agreed with Trustee Danko's suggestion to provide Internet service on the bus since students spend so much time traveling. Vice President Mills will research the issue. Board President Westerhold thanked the students for representing NWC and wished them luck and a good school year.

**A APPROVE MINUTES OF SPECIAL MEETING OF SEPTEMBER 19, 2012:** Trustee LaPlante joined the meeting late. **Board President Westerhold renewed the previous motion to approve the minutes of the special meeting of September 19, 2012 which passed with Trustees Coe and Housel abstaining.**

**CONSTITUENT GROUP  
REPORTS:**

Faculty Organization (FO) President Steve Walker reported that the FO approved the Strategic Plan. The FO presented College Council with some recommendations for strategic goals which will be forwarded to the Institutional Effectiveness Committee (IEC).

Professional Staff Organization (PSO) member Sheldon Flom reported that the PSO reviewed the *2012-2017 Strategic Plan* and forwarded recommendations to the College Council.

Classified Staff Organization (CSO) President Nancy Gilmore reported that Kay Dooley presented training on Outlook 2010 for custodians which was well received. CSO Executive Committee members visited with supervisors and thanked them for encouraging staff to participate in the constituent group activities. Feedback on the Strategic Plan was forwarded to College Council.

**A CHECK REGISTER:**

In response to several questions on the check register, Vice President Mills will check into charges for rodeo arena welding supplies that are listed for Cabre Gym and several unusual charges listed for a teacher ed workshop. **A motion was made by Trustee Danko and seconded by Trustee Hedderman to approve the check register as presented. Motion carried.**

**YELLOWSTONE  
ACADEMIC BUILDING  
UPDATE:**

President Prestwich and Vice President Mills presented a PowerPoint update on the Yellowstone Academic/Workforce Training Building. The project is still on track to bid the project by April 2013, with ground breaking in June 2013 and construction completed in time for occupancy by fall 2014. The total square footage is projected to be 45,770 square feet which is slightly less than originally planned due to increased construction costs. The two-story structure will be located west of the DeWitt Student Center. Programs to be relocated to the new building include Nursing, Communication, Social Science and Education including Criminal Justice. The Humanities Division will remain in the Orendorff Building. The new building will have a conference center that seats up to 300 and dividable into three rooms. The Nursing Program will have the specialized rooms it needs and the Criminal Justice Program will have its firearms simulator with an observation area. With all the moves, there will be a net gain of 12 classrooms plus the conference center.

Trustees Westerhold and LaPlante questioned the practicality of an open-air courtyard with respect to square footage. President Prestwich explained that the space will not be wasted as the courtyard can be used for outdoor events. It will be aesthetically pleasing and provide natural lighting. The benefits outweigh the concerns.

Vice President Mills invited Trustees to participate in a conference call with CTA scheduled for tomorrow. He will email Trustees with the Webinex link information if they choose to access it from home. In order to keep the process moving, President Prestwich also recommended having another meeting with CTA before the next Board meeting. Dennis Egge, State of Wyoming Project Manager, and CTA will be at the November Board meeting to provide Trustees with an update and to review the building schematic design.

**A APPROVAL OF NWC 2012-  
2017 STRATEGIC PLAN:**

President Prestwich explained that after several months of meetings, the Strategic Plan Development Work Group finalized its

recommendation regarding the College's next strategic plan. There are three levels of planning: *Institutional Imperatives* (aspirations of what we, as an institution, want to become); *Strategic Goals* (strategic directions of where we are going); and *Actions* (the wide collection of activities by each unit of the College that will assist in meeting the Strategic Goals and Institutional Imperatives). The IEC will provide oversight to ensure that appropriate measures are developed for each goal, the plan is updated when needed, assessment of the plan happens in a timely fashion, and ongoing reporting of results occurs. The Strategic Plan Development Work Group received feedback from the College Council and constituent groups. The College Council approved the plan as presented at its September 25, 2012 meeting. Faculty members raised two main concerns which the IEC will consider as the plan is implemented. The strategic plan timeframe is five years: 2012-2017.

There was a discussion regarding the concerns raised by faculty members. President Prestwich explained that the *Great Colleges to Work For* survey contained an open-ended question which will be analyzed and distributed so the information can be used in the assessment; however, the original responses will remain confidential.

Trustee LaPlante repeated the four elements of a good Strategic Plan: (1) clear and concise (2) inspirational (3) decisions can be made from it (4) satisfies everyone. The planning process has been difficult and time consuming, but he supports the five-year plan which the Board will review annually. He also recommended the Board reference the Strategic Plan at every meeting. **A motion was made by Trustee LaPlante and seconded by Trustee Housel to approve the 2012-2017 Strategic Plan as presented. Motion carried.**

#### **CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:10 p.m. Alumni Association (AA) Board member Shawn Warner thanked Trustees for including an AA representative on the Presidential Search Committee. An Alumni Board meeting is scheduled for November 10<sup>th</sup> and he requested that a representative of the NWC Board of Trustees attend. He also offered the AA to participate in the development of the College's Facilities Master Plan. In response to Mr. Warner's request, President Prestwich will see that a presentation on the new building is given at the upcoming Alumni Board meeting.

Student Senate (SS) President Vicky Price gave her constituent group report. She reported that the SS has had two regular meetings at which two funding requests were approved and several others are being considered. The Legislative Committee is reviewing the Senate's constitution as several changes are needed. All SS positions are filled except the non-traditional representative for which applications are being accepted.

#### **A APPROVAL OF ACADEMIC CALENDARS FOR 2013-2014 AND 2014-2015:**

President Prestwich requested Board approval of the academic calendars for 2013-2014 and 2014-2015 which are similar in structure to the current calendar. There was a brief discussion about the drop/add dates and data that suggest chances of success lessen when students are allowed to add a class after the start of the semester; some colleges have stopped the practice. Vice President Giraud told the Board that the drop/add dates are based on current structure and

cautioned that the decision not be made lightly; it would take lots of discussion in the college community. President Prestwich added that some colleges are also adhering strictly to application deadlines and suggested NWC research its own students to see if those data are true. Trustee Danko remarked there needs to be some flexibility for freshmen; Trustee LaPlante suggested appointing a committee to research the issue.

Trustee LaPlante also suggested the College revisit the summer session schedule. President Prestwich explained that there already is a structure in place to do this, but we should take time to see what the implications are and how it affects our students. Vice President Giraud added that the College's current summer schedule can be increased without changing the academic calendar.

President Prestwich reported that NWC usually has the lowest summer enrollment among its sister institutions. A discussion followed about ways to expand summer class/program offerings. Trustee LaPlante asked Vice President Giraud and President Prestwich to make some recommendations. **A motion was made by Trustee Housel and seconded by Trustee Coe to approve the academic calendars for 2013-2014 and 2014-2015 as presented. Motion carried.**

**REPORTS:**

**Board President:**

Board President Westerhold reported on the Presidential search.

**Board Committees:**

Trustee LaPlante reported that the Human Resource (HR) sub-committee did not meet but had a brief discussion online regarding information provided to them by HR Director Anderson.

Trustee Danko distributed copies of her notes from the Second Annual Summit on Community Colleges which was held on September 18, 2012 in Casper. Four outstanding speakers discussed ways to increase college completion rates. There were many good ideas which Trustee LaPlante hopes Dr. Giraud will determine if any of them can be implemented at NWC.

Trustee Hedderman reported that the WACCT Advocacy Committee decided to support and proceed with planning for the Commission's enrollment growth funding budget request, a list of capital construction projects that do not require new state funding, and opposition to a pay-per-credit-hour tuition model. The WACCT will draft an official resolution to oppose any change to the current tuition structure which will be sent to each of the local Boards for their consideration and approval.

**College President:**

President Prestwich offered to respond to questions on his written report in the Board materials.

**Vice Presidents:**

Vice President Mills reported that all projects approved over the summer are still being wrapped up and had no updates, but presented three new potential projects. He explained that the College is working on finalizing the Emergency Operation Plan. In the event of a lockdown, the consensus in higher education is to stay locked in a classroom. A campus evaluation revealed 63 classrooms that can only be locked and unlocked with a key from the outside. Vice President

Mills would like to change the lock system which would cost \$350/lock plus installation, for a total cost of \$36,000. The project would be paid for from major maintenance funds from the State because it's a safety issue. Trustees requested that a dead bolt lock system be considered. Vice President Mills thinks it might increase the labor cost, but added the project may be able to be done in-house.

The second project is re-engineering the coolers/freezers in the Ag Pavilion. The coolers/freezers are second generation, purchased from the Air Force in 1982. They were transferred to the Ag Pavilion from Trapper Village West in 1999. The total cost of the project would not exceed \$30,000 and would be paid from major maintenance funds.

The third project is the NWC Facilities Master Plan (FMP) which organizations usually outsource. The state requires colleges to refresh their FMPs every five years. The original FMP developed by Gould-Evans at a cost of \$147,000 was approved by the Board in 2008. After interviewing a couple of firms to get an estimate of what it would cost to update the College's FMP, Vice President Mills thinks it could be refreshed at a cost of \$65,000-\$75,000. The FMP would prioritize a list of ten projects to be accomplished over five years. With the new building, the FMP will be useful in determining the best use of the remaining space as well as what to do with the DeWitt Student Center. Vice President Mills requested approval to begin the Request for Proposal (RFP) process after which he can put forth a better proposal. He expects to have more information available for the December Board meeting. **The Board gave its affirmation to begin the RFP process for the Facilities Master Plan.**

Vice President Mills also asked for Board approval for the locks and cooler projects. Trustee Housel requested the Board wait until more information is presented on the lock system. **A motion was made by Trustee Hedderman and seconded by Trustee Danko to approve the lock project at a cost not to exceed \$36,000.** In further discussion, Trustee Coe asked if Vice President Mills will be presenting other options. He responded that the BEST lock system is standardized on campus and changing would be costly to the College, but he will check into it. **Motion passed with Trustee Housel opposed.**

Vice President Mills estimates the not-to-exceed cost of the cooler/freezer project at \$30,000 but has no further information to share with the Board. He will have a refrigeration firm or engineer look at the system and if the cost looks to be higher, he will come back to the Board. **A motion was made by Trustee Coe and seconded by Trustee Hedderman to approve the cooler/freezer project at a cost not to exceed \$30,000. Motion carried.**

Trustee LaPlante requested that the "not to exceed amount" for the DSC Boiler Replacement project and the Trapper Village West Playground Equipment project on the Bid and Contract Status Report be changed to reflect the actual contract amounts.

HR Director Anderson offered to respond to questions on the Personnel Status Report or the presidential search. In response to an inquiry by Trustee Danko, Ms. Anderson reported the position closes internally on October 16 and if there are no internal candidates, the search will open externally on the 17<sup>th</sup>. The process is still on track.

Vice President Mills offered to respond to questions on his written report in the Board materials.

Vice President Kitchen offered to respond to questions on his written report in the Board materials.

Among the items Vice President Giraud highlighted from his written report in the Board materials was a report the College received from the University of Wyoming (UW) concerning the performance of NWC students who transfer to the UW. He summarized some of the key findings which indicate that NWC transfers don't stand out in any way from other colleges and sometimes don't do as well. There is definitely room for improvement in working toward Imperative #1. The report will be sent electronically to the Board. A brief discussion followed and Trustee LaPlante asked that Dr. Giraud keep the Board informed about the discussions in Academic Affairs related to the report. Trustees also questioned why some music classes are listed as lecture courses on the Curriculum Committee Action Report. Vice President Giraud thinks it's related to accreditation but doesn't change how the course is delivered; he will check into it further.

Vice President Fox offered to respond to questions on his written report in the Board materials. In response to an inquiry by Trustee LaPlante, Dr. Fox reported that the Career & Transfer Coordinator position is staffed through the current academic year and is funded by Hathaway funds; however, the position will need to be addressed in the next budget cycle.

In addition to her written report in the Board materials, Foundation Executive Director Wetzel reported that the Executive Committee met last week and supported naming the new fundraising campaign the "Yellowstone Vista Campaign." The kick-off will be announced at the upcoming Foundation Gala on November 9<sup>th</sup> at the Olive-Glenn Country Club in Cody. The theme of the Gala is "Rustic Spirit." She hopes to have early leadership gifts by then and hopes the Board of Trustees will join as leaders in the campaign.

#### **Other Business**

Trustees Danko and Housel will attend the Association of Community College Trustees (ACCT) Congress in Boston, MA next week. The WACCT and WCCC meetings are scheduled for October 18-19 on the NWC campus; Board President Westerhold encouraged Trustees to attend.

#### **NEXT MEETING:**

The next regular Board of Trustees meeting is scheduled for Monday, November 12, 2012, in the DSC Trapper Room.

#### **A ADJOURNMENT:**

**On a motion by Trustee Housel which was seconded by Trustee Hedderman, the meeting adjourned at 6:25 p.m. Motion carried.**